DELPHI Skills Assessment for AP Lead Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Invoices								
Enter supplier invoices								
Verify travel vouchers have been entered as invoices								
Pay supplier invoices								
Holds								
Place holds on invoices								
Resolve holds								
Authorize the override of invoice holds								
Suppliers								
Update supplier information								
Maintain the supplier database								
Purge inactive suppliers from the database								
Complete supplier maintenance form and forward to the AP Accounting Technician								
Verify supplier maintenance form is complete and obtain any missing information								
Payments								
Enter payment batches								
Review customer refund information received from accounts receivable								
Record refund information received from accounts receivable								
Verify prepayments have been entered into the database								
Record stop and void payments								
Release stop payments								
Record chargebacks								
Period End								
Verify transactions are entered to process and reconcile period end								
Defining Items								
Define default accounts								
Define distribution sets								
Review payment terms set up in the database								

DELPHI Skills Assessment for AP Lead Accounting Technician

		Proficiency						
Bank Accounts								
Requesting additions, changes, or deletions of bank account information								
Enter manual checks								
Debit/Credit Memos								
Verify that debit memos have been entered into the database								
Verify that credit memos have been entered into the database								
General Ledger Accounts								
Prepare journal entries								
Post accounts payable transactions to the general ledger								
Reconcile accounts payable accounts to the general ledger								
Accounts Payable Aging Report								
Verify current accounts payable aging								
Prepare adjustments for accounts payable aging reconciliations								
File Maintenance								
Ensure the contents of all accounts payable static files are correct								
Notify the accounts payable supervisor of changes in default accounts								